

4 MAY 1979

MEMORANDUM FOR: Chairman, Task Force to Update
"Project Officer's Manual"

25X1A ATTENTION: [REDACTED]

25X1A FROM: [REDACTED]

Task Force Member,
Industrial Security Branch, OS (C)

SUBJECT: Update of "Project Officer's Manual"

REFERENCE: Your Memorandum Dated 9 April 1979,
Same Subject

1. Attached is suggested language addressing security classification procedures and the requirement to submit a Security Plan for your consideration to incorporate into the "Project Officer's Manual." This information was extracted from selected procurement notes, edited, and revised where I considered appropriate. I have identified the suggested paragraph numbers in which to insert this material but leave the final decision to your discretion. (U)

2. I hope to be forwarding to you within the next week to ten days a proposed procedure regarding precontract contact and the use of cover in such contact. (For your information, OGC advises me that a detailed procedure governing use of cover in contracting activities has been developed by the Agency, presented to the Attorney General, and that his approval is imminent. These procedures, underway for some time, have been developed pursuant to Sec. 2-303 of Executive Order 12036; a copy of the above citation is attached for your reference.) (C)

25X1A



DERIVED FROM [REDACTED]
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION
DERIVED FROM A9c5.2

CONFIDENTIAL

3. With regard to the method of classifying the Manual, you may wish to consider a procedure recently employed by the Industrial Security Branch in the development of "Standard Security Procedures for Contractors." The method of classification used in that particular instance, and set forth immediately below, was approved by the Agency Security Classification Officer, ISAS/DDA. Each page of the Manual was classified (e.g. CONFIDENTIAL) top and bottom as in normal practice. A descriptor was then placed on the first page only indicating:

PARAGRAPHS 1, 3 THROUGH 15, 18, AND 20,
APPENDICIES II, IV, AND ALL ANNEXES ARE
CONFIDENTIAL; PARAGRAPHS 2, 16, 17, 19,
AND APPENDICIES I, III, AND V ARE
UNCLASSIFIED.

If we could defend it, and obtain necessary approval, we might consider the following descriptor:

ALL PORTIONS OF THIS MANUAL ARE CONFIDENTIAL.

If we determine either of the above options inadvisable, a further alternative to consider, and obtain approval, would be to simply insert an appropriate classification, e.g. (C), following each paragraph title with the understanding that each subparagraph therein would bear the same classification but would not be individually so marked. (U)

4. The suggestions I have outlined for you have not been ^{formally} coordinated within the Office of Security, or elsewhere, as it is my understanding that a strawman draft of the entire Manual will be prepared first and then submitted for Agency-wide coordination in due course. (U)

5. Should you have any questions, I can be reached

[REDACTED]

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Attachment

[REDACTED]

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

Approved For Release 2002/01/08 : CIA-RDP94B01041R000300070013-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Update of 'Project Officer's Manual'

FROM:

Task Force Member
Industrial Security Branch

EXTENSION

NO.

DATE

4 May 1979

STATINT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chairman, Task Force to Update

2. "Project Officer's Manual"

3.

4.

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15.

Larry,
I have informally discussed with the Agency Security Classification Officer the general approach outlined in the attachment dealing with classification procedures and his reaction was favorable. I would suggest his formal coordination be deferred until the entire strawman of the manual is completed and submitted Agency-wide for review and comment.

STATINT

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